



STATUTE
of the Private Primary School
conducting International
Baccalaureate
Primary Years Programme
and Middle Years Programme

INTERNATIONAL SCHOOL
OF BYDGOSZCZ

Contents:

Chapter 1. General provisions	3
Chapter 2. Targets and tasks of the School	4
Chapter 3. School administrative bodies and their tasks.....	4
Chapter 4. School organisation	7
Chapter 5. Teachers and other School employees	8
Chapter 6. Students of the School	10
Chapter 7. School revenues.....	13
Chapter 8. Final provisions	13

Chapter 1. General provisions

§ 1

1. The name of the School is: **Niepubliczna Szkoła Podstawowa International School of Bydgoszcz**. The School conducts the International Baccalaureate (IB) programmes: Primary Years Programme and Middle Years Programme, and is hereinafter referred to as the "School".
2. The School is based in the city of Bydgoszcz.
3. The School operates at the following address: ul. K. I. Gałczyńskiego 23, 85-322 Bydgoszcz.

§ 2

1. The School is an eight-year primary school with an additional preschool unit operating as a public school.
2. The School, based on the decision of the Minister of National Education of January 2, 2015, No. DKOW.WOKO.5010.11.2014, runs:
 - a) international unit consisting of grades-classes 1-5 conducting Primary Years Programme;
 - b) international unit consisting of grades-classes 6-8 conducting Middle Years Programme.
3. The School operates based on regulations of the Act of December 14, 2016 - Education law intended for an international unit.
4. The body running the School is the Kazimierz Wielki University in Bydgoszcz, hereinafter referred to as the "University".
5. The tasks of the body running the School include:
 - a) appointment and dismissal of the Head Teacher;
 - b) determining the amount of payments for education (tuition) and other fees;
 - c) managing the School property;
 - d) confirmation of expenditure estimates;
 - e) solving possible disputes between the school administrative bodies and the Head Teacher.
6. Pedagogical supervision over the School activity is performed by the Superintendent of Bydgoszcz, and in the scope of curriculum – the International Baccalaureate with its office in The Hague.
7. Financial supervision over the School activity is performed by the School and University as well as state institutions established for this purpose.

Chapter 2. Targets and tasks of the School

§ 3

1. The School carries out targets and tasks specified by the organisation Internationale Baccalaureate and those contained in the Act on Education System regarding private schools with international units and regulations issued based on it, including in particular:
 - a) it establishes conditions for implementation of the education process in the international system (IB) for children of foreigners, including children from families of the personnel of the Joint Force Training Centre (JFTC) NATO, the Communications Battalion, the Military Police Centre of Excellence, NATO Force Integration Unit in Bydgoszcz and children of Polish citizens;
 - b) it allows to acquire knowledge and skills specified in IB education standards and creates an opportunity for passing the International Baccalaureate;
 - c) it supports and focuses development of children and youth in accordance with their individual potential and possibilities in the context of multicultural social and axiological space;
 - d) it strives to provide equal educational opportunities for students, which result from differences in curricula between education systems in different countries;
 - e) it allows students to build their own identity based on respect for the national core values and respect for people from different cultures, with particular emphasis on the Polish national culture;
 - f) it looks after students during their stay at School;
 - g) it applies various pedagogical methods adjusted to the needs of students, and in the case of special education needs, it sends students to pedagogical-psychological counselling centres;
 - h) the School performs upbringing services, assuring safety to children and School employees during their stay in the institution;
 - i) the School guarantees care to children during classes organised outside the School premises, including trips, recreational-sports activities and other forms of work;
 - j) the School cooperates actively with parents of its students, creating a school community, through regular meetings between teachers and parents, regular talks, exchange of e-mails;
 - k) in accordance with art. 21 and 22 of the Act on the Education System, the School – at every stage of education - offers an opportunity of transition to the education system implemented according to the curricula mentioned in art. 14 sec.1 item 4 letter a.

Chapter 3. School administrative bodies and their tasks

§ 4

1. Based on the Act on the Education System, school administrative bodies include:
 - a) Head Teacher;
 - b) Staff Council;
 - c) Parents' Council;
 - d) Student Self-government.

§ 5

1. The Head Teacher is hired and dismissed by the Rector of the University.
2. In the scope of discipline at work, the University serves as a superior unit for the Head Teacher.
3. The Head Teacher in particular:
 - a) manages the overall activities of the School;
 - b) signs education contracts with parents of children attending the School;
 - c) exercises pedagogical supervision over teachers;
 - d) prepares curricular-organisational documents of the School (set of curricula, educational programme, prevention programme, organisation chart, draft of budget expenditures);
 - e) manages the work of the Staff Council as its chairman;
 - f) prepares the scope of duties for the Deputy Head Teacher, teachers and non-teaching personnel;
 - g) supervises students and creates conditions for their harmonious development;
 - h) cooperates with the Staff Council, Parents' Council and Student Self-government;
 - i) implements resolutions of the Staff Council adopted within its competencies;
 - j) guarantees safety, hygiene of work and education;
 - k) participates in creating and caring for the School property;
 - l) manages funds specified in the financial plan of the School and is responsible for their proper disbursement;
 - m) issues official orders to all employees of the School;
 - n) awards the prizes and imposes disciplinary penalties upon teachers and other School employees;
 - o) has the right to select, employ and dismiss teachers and other School employees;
 - p) admits students to the School according to the arranged procedure;
 - q) sees to the proper organisation of the School work and its ongoing operation;
 - r) appoints and dismisses the Deputy Head Teacher;
 - s) submits to the body running the School proposals of changes regarding financing, property and organisation, taking into consideration the needs of students, parental expectations and amendments in the Education Law;
 - t) coordinates cooperation between all administrative bodies of the School.

§ 6

1. All teachers, regardless of their working hours, create and participate in meetings of the Staff Council.
2. The Head Teacher is the Chairman of the Staff Council.
3. The Staff Council gives advisory opinions to the Head Teacher.
4. A representative of the body running the School can participate in meetings of the Staff Council as an observer in an advisory capacity.
5. Resolutions of the Staff Council are adopted by a simple majority of votes with at least a half of members of the Council present.
6. The Head Teacher suspends implementation of resolutions that are in non-compliance with laws.
7. The Head Teacher notifies the body running the School about suspending resolutions.
8. The Head Teacher twice during the school year presents to the Staff Council general conclusions resulting from pedagogical supervision and information about activity of the School, placing a special emphasis on effectiveness of education process.

9. The Staff Council establishes rules and regulations of its activity; its meetings are recorded.
10. Competencies of the Staff Council include in particular:
 - a) confirmation of the School work plans;
 - b) confirmation of classification and promotion results of students;
 - c) adopting resolutions regarding pedagogical innovations and experiments in School;
 - d) organisation of teacher improvement plans;
 - e) applying to the Head Teacher for initiating disciplinary action against a student;
 - f) making decisions to expel a student.

§ 7

1. The Parents' Council consists of the parents of students attending the School.
2. The principles of selecting and activity of the Parents' Council are specified by the rules and regulations adopted by parents, after approval by the Head Teacher.
3. The Parents' Council is the only representative of all parents.
4. The Parents' Council, at an invitation from the Head Teacher, participates in meetings regarding operation of the School.
5. The Parents' Council can apply for a meeting with the Head Teacher or representative of the body running the School.
6. The Parents' Council can submit proposals regarding organisation of the School work in terms of education, upbringing and care.

§ 8

1. The Student Self-government, hereinafter referred to as the "Self-government", consists of all students of the School.
2. The principles of selecting and activity of the Self-government bodies are specified by the rules and regulations adopted by the representation of students of the School.
3. Self-government bodies are the only representatives of all students.
4. The rules and regulations of the Self-government may not be inconsistent with the statute of the School.
5. The Self-government can present to the Staff Council and Head Teacher proposals and opinions regarding student rights and organisation of the school life.

§ 9

1. In the case of disputes between individual administrative bodies of the School, they will be solved by the body running the School.
2. Any disputes between administrative bodies of the School will be solved at a conciliation meeting convened by the body running the School at the request of one of the administrative bodies. The date of a meeting is proposed by the Head Teacher.
3. In disputes regarding children of NATO officers, the School cooperates with the liaison officer appointed by the JFTC commander.

Chapter 4. School organisation

§ 10

- 1.** The main organisational unit of the School is the international unit encompassing grades-classes from 1 to 8.
- 2.** The international unit comprises grades-classes understood as organisational units with students who are the same age or groups of students covering an age range of two years.
- 3.** In grades – classes 1-5, education is performed in an integrated way, i.e. the class tutor teaches English, mathematics, natural science, social education and arts, whereas in grades – classes 6-8 teaching is performed with division to subjects.
- 4.** In grades – classes 1-5, with the exception of the Polish language, textbooks are not used. In grades – classes 6-10, with the exception of the Polish language, science, geography and history, textbooks are not used.
- 5.** A grade – class can have the maximum of 16 students.
- 6.** The school also has the preschool unit, which conducts the programme International Baccalaureate Primary Years and basic preschool curriculum.
- 7.** The preschool class can comprise the maximum of 18 children.
- 8.** The preschool class admits children ages 5 and 6.
- 9.** The Staff Council approves organisation of the School work for a given school year.
- 10.** The Head Teacher determines the dates for starting, completion of school activities, holiday breaks, winter and summer vacations, and days off from school.
- 11.** The school calendar for a given school year can include, at the request of the Parents' Council, changes resulting from the specificity of organisational systems in different countries.
- 12.** Detailed curriculum organisation in a given school year is specified on the organisational chart.
- 13.** Organisation of regular, curricular and extracurricular activities is specified on the weekly timetable prepared by the Head Teacher based on the approved organisational chart.
- 14.** Class length in grades – classes is 45 minutes.
- 15.** Education process includes basic classes, optional classes, individual education and activities in small groups resulting from the needs and interests of students.
- 16.** The language of instruction and communication in the School is English.
- 17.** Classes for Polish students in the Polish language, history of Poland and geography of Poland are conducted in Polish in the form of additional activities provided during the first year of the Middle Years Programme.
- 18.** In accordance with art. 22 sec 1. item 4 of the Education Law, students of grade – class 8 take eighth-grade exam.
- 19.** The School, as far as possible, will organise support for native language for the biggest national groups in the institution.
- 20.** Students have an opportunity to use the resources of the school library, which features English-language literature, textbooks, dictionaries, magazines and interactive collections.
- 21.** The School has a set of curricula based on the requirements of the international IBO Primary Years Programme and educational programme – IB Learner Profile – Appendix 1 and prevention programme – Appendix 2.
- 22.** Evaluation of student work is compliant with the principles for assessment of Primary Years Programme and Middle Years Programme.

23. Polish students receive Polish certificates and reports in the English language, whereas foreigners receive reports in the English language as required by Primary Years Programme and Middle Years Programme.
24. In the Primary Years programme, the School keeps education documentation in the form of class register, whereas in the Middle Years programme documentation of education process is filed only electronically.
25. At a written request of a student or parent, teachers make available student's works without the right to copy. Such request is sent to the teacher of a particular subject.
26. The works of a Primary Years student are stored for a year. Student can choose them as an example of skills acquired for their portfolio, which in the last week of didactic activities is passed to parents or legal guardians. The School reserves the right to stop students' samples in order to document their progress within 5 years of education period.

Chapter 5. **Teachers and other School employees**

§ 11

1. The School employs teachers, accounting, administration and service employees.
2. The principles of hiring teachers and other School employees are specified by separate regulations:
 - a) Labour Code;
 - b) Education Law;
 - c) Teacher's Charter.
3. The principles of hiring teachers, accounting, administration and service employees are established by the Head Teacher.
4. Contracts are concluded and terminated by the Head Teacher.
5. The rights and obligations of the School employees are specified in the employment contract, signed based on the Labour Code.
6. The rights and obligations of teachers are specified by the Labour Code, the Employee Handbook and the Act of January 26, 1982 – the Teacher's Charter (Journal of Laws of 2006, No. 97, art. 674 with later amendments) and job description.
7. Teachers are responsible for continuous improvement of their professional development skills by self-learning and participation in available forms of vocational improvement.
8. Teachers are responsible for organisation of classrooms, teaching aids and school equipment.
9. Teachers should assess students impartially and objectively, in accordance with their progress and behaviour.
10. Teachers are involved in didactic work, upbringing, care work and are responsible for the quality of this work.
11. Teachers are responsible for safety of students entrusted to their care.
12. During their activities, teachers have the duty to be guided by the best interest of students, concern for their health, moral and civic attitudes.
13. Teachers respect personal dignity of student.

14. Teachers have the right to:

- a) formulate their own curriculum and education programme approved in accordance with the regulations that are currently in force;
- b) decide on selection of didactic aids and methods of teaching students;
- c) take advantage of didactic and substantive support offered by the Kujawsko-Pomorskie Teachers' Education Centre, International Baccalaureate Organization and other educational institutions.

§ 12

1. The grade-class is supervised by the class tutor.
2. The class tutor provides individual care to every student and is his/her advocate in relations with other teachers.
3. The class tutor organizes various forms of team building activities (school events, trips, camping trips, disco parties, social meetings, etc.).
4. The class tutor cooperates with teachers teaching in a given grade-class, coordinating with them behavioural activities, particularly in the case of students who need individual guidance.
5. The class tutor maintains relations with parents of students in order to learn about their living conditions and child's needs to arrange a consistent approach.
6. The class tutor can be replaced by the Head Teacher.

§ 13

1. Teachers working in the School comprise the team of Primary Years Programme and Middle Years Programme, conducting tasks contained in the School programme.
2. Tasks of teams include:
 - a) undertaking joint activities - didactic, educational and organisational, resulting from the principles of the Primary and Middle Years Programme;
 - b) organisation of regular meetings, known as Collaborative Meetings and active participation in them;
 - c) creating - based on regular arrangements, contacts and meetings – education offers addressed to an individual student, groups of students the same age (from one grade – class), a group comprising different-age students (from several grades-classes);
 - d) development of conditions that are conducive to independent search for knowledge by a child during research activities;
 - e) selection, monitoring, diagnosing and modification – when needed – sets of curricula for every class;
 - f) integration of cross-curricular topics;
 - g) diagnosing and improvement of School's internal evaluation system and educational programme;
 - h) analysing of progress and achievements of students from a given grade-class;
 - i) establishing and implementation of temporary educational procedures related to a specific age group and individual students.

Chapter 6. Students of the School

§ 14

1. The primary school admits children of foreigners and Polish children.
2. Admission of a student to the School depends on the decision of the Head Teacher, who consults it with PYP or MYP Coordinator, school psychologist and experienced teachers. Having in mind the welfare of a future student of our School, the institution reserves the right to conduct the recruitment process, which is based on the following principles:
 - a) An interview with the Head Teacher or/and PYP or MYP Coordinator;
 - b) Conversation/preliminary exam from the English language with the teacher of this subject;
 - c) Submission of the application documents required;
 - d) An increase in the recruitment fee;
 - e) General knowledge test in the English language (regards students of grades-classes 6-8).
3. Qualification to a proper level (to an appropriate grade-class) is performed according to the child's age and previous education, based on the documents submitted by a parent or legal guardian as well as certificates and reports issued by another educational institution.
4. In the case of children of foreigners, the school reserves the right to change the class (higher or lower) after previous arrangements with the child's guardians.
5. When the number of applicants seeking admission is higher than the number of students that can be accepted, admission criteria and priorities look as follows:
 - a) children of JFTC NATO employees, the Communications Battalion, NATO Force Integration Unit, the Military Police Centre of Excellence;
 - b) children of foreigners;
 - c) Polish children educated earlier in classes with English as the language of instruction.
6. The condition for signing an education contract is acceptance of by the candidate's parents the Statute of the School and the Guide to Primary or Middle Years Programme.
7. Documents required by the School for admission:
 - a) Application form (available on the school website);
 - b) Child's medical certificate;
 - c) Certificate from the previous school / School readiness certificate;
 - d) An opinion from the previous school (when possible);
 - e) 2 ID photographs of the child.
8. The child becomes an eligible student of the International School of Bydgoszcz after meeting the requirements listed above, payment of the recruitment fee to the school account, and signing the education contract.

§ 15

1. Student has the right to:

- a) get acquainted with the curriculum, its content, purpose and requirements;
- b) proper organisation of the education process;
- c) open and motivated evaluation of progress in learning and upbringing;
- d) support in the case of learning difficulties;
- e) freedom of expression, in particular regarding opinions on School activities, as well as ideological, religious and ethical views – when they do not violate the well-being of others;
- f) influence School activities through the work of the Self-government;
- g) select partners to perform educational activities within independent work and cross-curricular projects.

2. Student has the duty to:

- a) abide by the regulations contained in the Statute of the School and the Guides to Primary or Middle Years Programme;
- b) systematically and actively participate in educational and School activities;
- c) abide by the principles of social interaction in relation to school peers, teachers and other School employees;
- d) respect every human being, regardless of race, skin colour, gender, language, nationality, views and beliefs;
- e) care about the common good, law and order in the School;
- f) take personal responsibility for his/her own life, health, physical and intellectual development.

§ 16

1. Student is rewarded for learning and work, exemplary behaviour, outstanding achievements, bravery and courage.

Types of awards:

- a) praise for a student given in the class;
- b) praise for a student given in the international unit;
- c) praise for a student given in the School;
- d) notification to parents sent by the Head Teacher about student's accomplishments in the School and outside of it;
- e) diploma issued by the Head Teacher, Parents' Council, Student Self-government.

2. Student is punished for violation of the Statute and provisions of the Guide to Primary or Middle Years Programme.

The types of penalties are consistent with the Guide to Primary or Middle Years Programme, which serves as Appendix 3 and 4, and include:

- a) warning from teacher, class tutor;
- b) reprimand from teacher, class tutor;
- c) warning from the Head Teacher given to students;
- d) reprimand in writing from the Head Teacher, (can be given without a previous warning);
- e) suspension of the right to participate in activities organised outside the School and to represent the School outside.

3. The School notifies parents about every award and penalty given to student.

4. Student has the right to appeal against the penalty imposed within two weeks to a higher authority. In the case of penalty imposed by teacher, he/she has the right to appeal to the Head Teacher. When penalty is imposed by the Head Teacher or the Staff Council, student has the right to appeal to the Rector of Kazimierz Wielki University.

§ 17

1. In the case when all types of edification have been exhausted or when parents do not cooperate with the School – do not fulfil their commitments and student continues to disobey the rules of the Statute and Guide to Primary or Middle Years Programme, as well as generally accepted social and moral standards, the Head Teacher expels such student, in accordance with a proper decision made by the Staff Council.
2. Student can be expelled in the manner provided for in art. 1 in the following cases:
 - a) violation of the provisions of the Statute, Guide to Primary or Middle Years Programme and policies contained in them, as well as neglect of school obligations;
 - b) promotion of lifestyle that is in conflict with the educational principles of the School;
 - c) distribution or use of narcotic drugs, alcohol and other substances that can be harmful to health;
 - d) activities that pose a risk to welfare, morality and safety of other students;
3. Expulsion from school by the decision of the Head Teacher, disregarding art. 1, can be applied when student commits a misdemeanour that may constitute an offense or crime.
4. Expulsion from school of student may also mean that his/her parents do to fulfil their obligations arranged with the body running the school regarding periodical payment of tuition fees.
5. An application for expulsion from school can be filed by:
 - a) student's parents;
 - b) Head Teacher;
 - c) Staff Council.
6. The decision on expulsion from school can be appealed to the Rector of Kazimierz Wielki University within 14 days from the day of receiving the decision in writing.

§ 18

The Staff Council adopts the rules of classification and evaluation system binding in the School, which are contained in Guides to PYP and MYP, constituting Appendixes 3 and 4.

Chapter 7. School Revenues

§ 19

1. School funds come from the following sources:
 - a) revenues coming from payment of tuition fees made by parents;
 - b) subsidies resulting from the Education Law;
 - c) subsidies from the Minister of National Defence;
 - d) donations;
 - e) other revenues.
2. The amount of tuition fees and time of their payment for a given school year are specified by the body running the School in the form of a circular letter sent by the Rector. It shall not prejudice the obligation to establish the amount of tuition fees and terms of their payment in the education contract; any change to provisions of the contract in this range is made based on the principles specified in this contract.

Chapter 8. Final provisions

§ 20

1. The Statute is given to the School by the University.
2. An authority that is competent to make changes in the Statute of the School is the Rector, after consulting the Staff Council. The School uses rectangular stamps, in accordance with separate regulations, with the following content:

Niepubliczna Szkoła Podstawowa

International School of Bydgoszcz

ul K.I. Gałczyńskiego 23

85 – 322 Bydgoszcz

3. The School keeps and stores documentation in accordance with separate regulations of the law.
4. The principles of financial management in the School are specified by separate regulations of the law.

LIST OF APPENDIXES

Appendix 1 – Educational Programme

Appendix 2 – Prevention Programme for the Years 2017-2020

Appendix 3 – Guide to PYP Programme

Appendix 4 – Guide to MYP Programme